

**CITY OF LANSING
DEPARTMENT OF ECONOMIC
DEVELOPMENT & PLANNING
DEVELOPMENT PERMIT
PROCEDURES**



Andy Schor, Mayor



PERMIT PROCEDURES - CONTENTS

Site Plan Review – An administrative, multi-agency review of site plans coordinated by the Planning Office to ensure compliance with all legal development requirements.

Commercial Building Plan Review – Building Safety Office review of building plans to ensure compliance with the Michigan Building Code.

Commercial Building Permits – Building permits are required from the Building Safety Office prior to the beginning of construction or remodeling.

Special Land Use Permits – Required for certain land uses in zoning districts to ensure compatibility with neighboring land uses.

Rezoning – Required to amend the zoning ordinance to accommodate new

Zoning Variances – requests for relief from specific requirements of the zoning ordinance for cases in which practical difficulties or unnecessary hardship would prevent strict compliance with the zoning ordinance.

Certificates of Appropriateness – document certain improvements to buildings located in local historic districts.

Act 33 Review – Planning Board review of City property transactions and public improvements based the requirements of the Municipal Planning Act (P.A. 33 of 2008).



**Pre-application conferences are always welcome,
and can prevent problems and misunderstandings
before they occur.**

To set up a conference, or if you have any additional questions,
please contact the Planning Office at:

P: (517) 483-4066

F: (517) 483-6036

316 N. Capitol Ave

Lansing, MI 48933

Economic Development and
Planning Department
P: (517) 483-4060
F: (517) 483-6036
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SITE PLAN REVIEW PROCESS

Permit needed for any type of use that falls under “site plan review” in code. See [code](#)

1

- Applicant submits application and electronic copy of the site plan to the Planning Office.
- Application here.
- Entire permit processing takes approximately 4 to 6 weeks.*

2

- Planning Office will review the site plan for accuracy and refer it to the application to applicable City departments for review.
- Planning Office conducts review of site plan for compliance with zoning code.

3

- Planning office receives comments from all City departments.**
- **Typically 2-3 weeks

4

- After the Planning Office receives approval from all reviewers staff sends a letter notifying applicant of approval.

4a

- If a revision to the site plan is required, the revised plans must be submitted to the Planning Office and will be processed in the same manner as steps 2 and 3.

5

- Building Safety Office will issue a building permit after receiving approval of the site plan from the Planning Office.

Click [here](#) for fee schedule.

*Timelines noted above are approximate and depends upon completeness of application, response time of applicant, and application submission date. A complete application must be received at least 26 business days before meeting to be placed on the next available agenda

[Return to Table of Contents](#)

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BUILDING PLAN REVIEW PROCESS

CITY OF LANSING

1

Applicant submits a completed plan review application here, two (2) sets of properly signed and sealed construction documents including trades and specification book, and the Plan Review Fee & Fee Calculation Narrative

2

Staff performs the plan review and sends a plan review letter to the design professional and applicant. This typically takes 10 to 15 business days.

3

If the construction documents are in compliance and the site plan review, if any, is approved go to step 5.

4

If revisions to the construction documents are required, then revised documents are submitted for review. Revised plans are reviewed by staff and if the construction documents are in compliance and the site plan review, if any, is approved go to the next step. This typically takes 3 to 5 days from the date of resubmission.

5

Plan review is approved and the applicant can file for their building permit.

Click [here](#) for fee schedule.

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NOTE: Simple commercial building projects for work such as reroofing, siding, and like for like repairs may not require a plan review. Please contact the plan review staff for guidance.

Click [here](#) for fee schedule.

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COMMERCIAL BUILDING PERMIT PROCEDURES

1

Applicant has their plan review, if required, approved

2

Applicant has their plan review, if required, approved

3

Staff reviews the application for completeness and accuracy. This is usually done the same or next business day

4

If the application is deficient, the applicant is notified and the deficiencies corrected.

5

A building permit is issued once the application is approved.

[Click here for fee schedule.](#)

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1

- File a completed application with Planning office. Click [here](#) for Application.
- Please click [here](#) for items needed for complete application.**
- A complete application must be received at least 26 business days before the Planning Board meeting to be placed on the next available agenda.
- Entire permit processing takes approximately 90 to 120 days*.

2

- Staff reviews application for completion and prepares report for presentation at public hearing.
- Staff will contact applicant if application is missing information.

3

- Staff gives recommendation to Planning Board prior to public hearing.

4

- Application is added to public hearing agenda.**
- Staff sends out neighborhood notices and places ad in paper.

5

- Planning Board will hold public hearing and make a written recommendation.
- Planning Board will hear from both applicant, supporting citizens, opposing citizens, and planning staff.
- Decisions may be: approval, approval with conditions or deny. If additional information is needed the Board may act to table the request.

6

- Planning Board will send its written recommendation and documents to the Mayor's Office.

7

- Mayor's Office makes its recommendation and sends request to City Council for placement on agenda.

[Click here for fee schedule.](#)

* Timelines noted above are approximate and depends upon completeness of application, response time of applicant, and application submission date.. Notes: Public hearing notices sent to all affected properties within 300 feet of the proposed property at least 15 days to hearing. Ad placed in City Pulse. Planning Board meets the 1st Tuesday of each month.



8

- Request is referred to City Council's Development and Planning subcommittee

9

- Development and Planning Committee reviews request and makes recommendation to City Council

10

- Public hearing held where all interested parties may be heard
- Council will send a new notice of the hearing

11

- Following hearing Development and Planning Committee sends its final recommendation to the full City Council

12

- City Council makes final decision to either approve, modify, or deny petition
- ****Applicant may appeal decision to Ingham County Circuit Court within 21 days of decision

Click [here](#) for fee schedule.

Notes: Public hearing notices sent to all affected properties within 300 feet of the proposed property at least 15 days to hearing. Ad placed in City Pulse.

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Permit needed for any type of use that falls under “special” in code. See [code](#)

Items needed for complete special land use application:

- Lot Plan (showing location of existing structure and include adjacent properties and setback dimensions).
- 9 copies of Site Plan (showing parking areas, driveways, accessory buildings, trash receptacles).
- Landscape, screening, and buffering plan in accordance with Chapter 1290 of zoning code.
- Photographs of the site.
- Flood plain elevations, if applicable.
- Copies of permits from other agencies, if applicable.

[Click here for fee schedule.](#)

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1

- File a completed application with Planning office
- Application [here](#)
- Please see following pages for items needed for complete application
- Entire permit processing takes approximately 90 to 120 days*

2

- Staff reviews application for completion and prepares report for presentation at public hearing.
- Staff will contact applicant if application is missing information.

3

- Staff gives recommendation to Planning Board prior to public hearing.

4

- Application is added to public hearing agenda.**
- Staff sends out neighborhood notices and places ad in paper.

5

- Planning Board holds a public hearing to hear from the applicant, supporting citizens, opposing citizens, and planning staff. and make a recommendation.
- The Planning Board recommendation may be for approval, approval with conditions or denial. If additional information is needed the Board may act to table the request.

6

- Planning Office staff send its written recommendation and documents to the Mayor's Office.

[Click here for fee schedule.](#)

*Timelines noted above are approximate and depends upon completeness of application, response time of applicant, and application submission date. ** A complete application must be received at least 26 business days before the Planning Board meeting to be placed on the next available agenda.

Notes: Public hearing notices sent to all affected properties within 300 feet of the proposed property at least 15 days to hearing. Ad placed in City Pulse.

Planning Board meets the 1st Tuesday of each month.

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7

• Mayor's Office makes its recommendation and sends request to City Council for placement on agenda.

8

• Request is referred to City Council's Development and Planning subcommittee (D&P).

9

• Development and Planning Committee reviews request and makes recommendation to City Council.

10

- Council will send new neighborhood notices.
- Public hearing held where all interested parties may be heard.

11

• Following the public hearing, the Development and Planning Committee sends its final recommendation to the full City Council.

12

- City Council makes final decision to either approve, modify, or deny the D&P recommendation.
- ***Applicant may appeal decision to Ingham County Circuit Court within 21 days of decision.

[Click here for fee schedule.](#)

Notes: Public hearing notices sent to all affected properties within 300 feet of the proposed property at least 15 days to hearing.
Ad placed in City Pulse.

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Permit needed for any rezoning of property

Items needed for complete rezoning application:

- Lot Plan (showing location of existing structure and include adjacent properties and setback dimensions).
- 9 copies of Site Plan (showing parking areas, driveways, accessory buildings, trash receptacles).
- Landscape, screening, and buffering plan in accordance with Chapter 1290 of zoning code.
- Photographs of the site.
- Flood plain elevations, if applicable.
- Copies of permits from other agencies, if applicable.

[Click here for fee schedule.](#)

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CERTIFICATE OF APPROPRIATENESS PROCESS

CITY OF LANSING

CERTIFICATE OF APPROPRIATE IS REQUIRED FOR ANY EXTERIOR WORK TO A PROPERTY LOCATED IN A LOCAL HISTORIC DISTRICT

1

- Applicant submits building permit application to Build Safety Office and Certificate of Appropriateness application to Planning Office.*
- Application [here](#).
- Entire permit processing takes approximately 30 days.**

2

- Staff will review application for conformity with the Secretary of the Interior’s Standards for Rehabilitation.
- Staff will contact applicant if missing information is found.
- Click [here](#) for requirements of application.

3

- Application will be sent to Historic District Commission.

4

- Staff will send out neighborhood notices and place ad in local paper.

5

- Public Hearing is held. Applicant and interested parties have an opportunity to be heard. Applicant is not required to be seen at hearing but is strongly encouraged.

6

- Commission will review application and all evidence and render decision to either approve application, approve with conditions, or deny
- If commission approves request, certificate of approval will be mailed to Applicant
- If commission seeks to approve with conditions, Applicant will be notified, informed, and heard from at hearing.

No fee is required beyond the Building Permit fee.

* A complete application must be received at least 26 business days before the Planning Board meeting to be placed on the next available agenda. **Timelines noted above are approximate and depends upon completeness of application, response time of applicant, and application submission date.

Notes: Public hearing notices sent to all affected properties within 300 feet of the proposed property at least 10 days to hearing. Ad placed in City Pulse
Historic District Commission meets the 2nd Monday of each month.

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Permit required for any exterior work to a property located in a historic district

Items needed for complete application:

- A site plan drawn to a scale of at least 1" to 100'. Show the location of all structures and features existing and proposed, in relation to the lot lines and access points.
- Photographs and/or drawings included.
- Materials samples / manufacturer's catalog cuts - please describe size and type of all material exhibits.
- Copies of contractor's work estimates.
- Please note: if the exhibits are not submitted in a timely manner prior to the HDC meeting, the petition may be tabled or the process delayed.

Applications for Certificates of Appropriateness are considered by the Historic District Commission at no additional cost to the applicant.



BOARD OF ZONING APPEALS PROCESS

Permit needed for any type of use that falls under “zoning board review” in code. See [here](#)

CITY OF LANSING

1

- Applicant submits completed application to Planning Office that includes all relevant documentation
- Application [here](#)
- Click [here](#) for meeting times
- Entire permit processing takes approximately 3 to 5 weeks*

2

- Planning Office sets a public hearing and sends out required neighborhood notices and places ad in local paper.

3

- Planning Office staff reviews application and prepares report that is sent to all Planning Board members prior to public hearing

4

- Public hearing is held. Staff presents its report, applicant is called to speak, and then any other persons are heard. Board members may hold discussion on merits of application. Board announces its decision, which may be to approve, approve with conditions, modify, or deny an appeal. If additional information is needed, the Board may act to table the appeal.

5

- Following decision by Board a letter will be sent to applicant informing them of the decision

[Click here for fee schedule.](#)

*Timelines noted above are approximate and depends upon completeness of application, response time of applicant, and application submission date. A complete application must be received at least 26 business days before meeting to be placed on the next available agenda.

Notes: Public hearing notices sent to all affected properties within 300 feet of the proposed property at least 15 days to hearing.

Ad placed in City Pulse

Planning Board meets the 1st Tuesday of each month

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1

• Applicant submits Act 33 application, with attachments, to the Planning Office. Click [here](#) for Application.

2

• Planning Office staff sends the request to all required agencies for their comments regarding the impact of the Applicant's proposal.

3

• Upon receipt of agency comments, Planning Office staff reviews the application and agency comments, and prepares a staff report and recommendation that is sent to the Board members prior to the Planning Board public meeting.

4

• Planning Board holds an open meeting and reviews the staff report and makes its recommendation. *
• *A public hearing is generally not required.
• If additional information is needed, the Board may act to table the request.

5

• Staff submits the Planning Board recommendation and a draft resolution to the Mayor's office for Council consideration.

[Click here for fee schedule.](#)

*Timelines noted above are approximate and depends upon completeness of application, response time of applicant, and application submission date. A complete application must be received at least 26 business days before meeting to be placed on the next available agenda..

Notes: Public hearing notices sent to all affected properties within 300 feet of the proposed property at least 15 days to hearing. Ad placed in City Pulse
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7

•The Mayor's Office makes its recommendation and transmits the request to the City Council, via the City Clerk's Office.

8

•Council refers case to the Committee on Development and Planning (D&P).

9

•The D&P Committee reviews the request, and submits a final resolution containing its recommendation to the full City Council.

10

•City Council considers adoption of the resolution.

11

•City staff implements in accordance with the provisions of the resolution.

[Click here for fee schedule.](#)

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Items needed for complete Act 33 Review application:

- Maps describing proposal. Maps should be readable and drawn to a specific scale.
- Any other materials, brochures, pictures, etc. which will further explain the proposal.

[Click here for fee schedule.](#)

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QUESTIONS?

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